



# Welcome to MEGS

## The Michigan Electronic Grants System



Last Updated: 03-08-2002

## Table of Contents

Table of Contents	2	MSRP - CNRA Application Menu	30-32
What is MEGS?	3	Header Toolbar	31
MSRP – CNRA	4	Application Information	32
Computer/Software Requirements	5-14	Management Activities	33-35
What is Needed to Use MEGS?	5	Giving Others Access to This Application	33
Quick Facts About MEGS	6	Deleting Users	34
What is an Internet Browser?	7	View a PDF of This Application	35
What is JavaScript?	8-9	General Information	36-37
What are Session Cookies?	10-11	Fiscal Agent and Contact Information	36
What is Adobe Acrobat Reader?	12	Consortium/Grant Member Information	37
Printing Screens	13	Program Information	38-41
E-mail Addresses	14	CNRA Need and Resource Numbers	38
MEIS	15-18	Narrative	39
How Do I Access MEGS?	19	Collaboration Verificiation	40
Bookmarks in Internet Explorer	20	Supplementary Child Care Questionnaire	41
Bookmarks in Netscape	21	Error Checking	42
Logging in to MEGS	22	Submission of the Application	43
Avoid Back & Forward Buttons	23	Application Status Levels	44
Authorized Officials: Getting Started	24	Consultant Checklist	45
MEGS Authorization Structure	25	Viewing Comments	46
Security Levels	26	Modifications Process	47
Adding Users to MEGS	27	Questions?	48
Editing Contact Information	28		
Applying for a New Grant	29		



# What is MEGS?

## The Michigan Electronic Grants System

- Apply for grants online
- Common look and feel for all applications
- Michigan Department of Education review and comment on grants
- Amendments online
- Grant reporting online (coming soon)
- Previous grant year information saved and brought forward
- Up-to-date view of the grants
- Automated generation of e-mail



# MSRP CNRA

Available on-line March 2002

## Michigan School Readiness Program

Comprehensive Community Needs and Resources Assessment  
CNRA

State Aid Pre-Application

MEGS is a "work in progress." Pages/screens are frequently changing. Please keep this in mind when using this Powerpoint file. Thank you.



# What is Needed to Use MEGS?

## (Computer/Software Requirements)

1. An Internet Connection
2. Web Browser  
(IE/Netscape 4.0+)
3. JavaScript and Session  
Cookies Enabled for the Web  
Browser
4. Adobe Acrobat Reader 4.0+
5. An E-mail Address
6. A Valid MEIS Account



### MEGS: Michigan Electronic Grants System

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.
- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.
- Automatically reviewing applications to reduce the number of initial application errors.
- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.
- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

[Login to MEGS](#)



Michigan Department of Education  
608 West Allegan Street  
Hannah Building  
Lansing, MI 48933  
(517) 373-3324

# Quick Facts About MEGS

1. Users must have access to a working Internet connection.
2. MEGS can be accessed from multiple machines.
3. MEGS itself does not impose any hardware requirements on its users; however, you do need a computer with enough hard drive space to install a web browser and Adobe Acrobat Reader.
4. MEGS is accessible through a common Web browser.
5. MEGS is located at <http://meis.mde.state.mi.us/megs/>

## Internet connection

- Modem (telephone lines) will be sufficient.
- DSL or cable modems are faster.
- The faster the connection, the faster it is to use MEGS.

# What is an Internet Browser and Which Ones Can Be Used?

An Internet Browser is computer software used to browse (view) the World Wide Web.

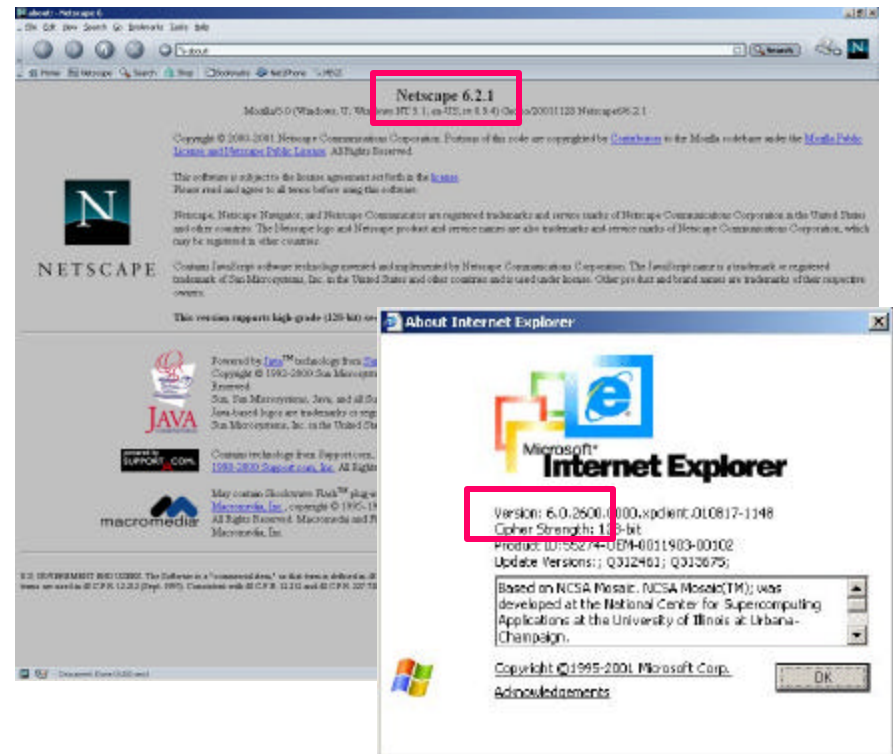
MEGS supports Internet Explorer (IE) or Netscape versions 4.0 or higher. IE is the “preferred” (not required) browser.

To check the version number of your current browser: Have the browser open, click **‘Help,’** then click **‘About Internet Explorer’** or **‘About Netscape.’**

If the version you have is below 4.0, you can download the latest version by going to one of the two links below:

<http://www.microsoft.com/windows/ie/default.asp>  
<http://home.netscape.com/download/>

Browsers are free software. They can however, take a great deal of time to download and install. Each of the above web sites provides you with information on how to order a CD with the updated browser installation program. The CD may not arrive in time to benefit you for preparing the CNRA but would benefit you in future interaction with MEGS.



# What is JavaScript ?

JavaScript is a programming language that is used on websites to increase functionality. In MEGS, JavaScript is used for a variety of features including the automatic correction of user-entered data.

## To confirm that JavaScript is enabled on Internet Explorer:

Click '**Tools**' on Toolbar.

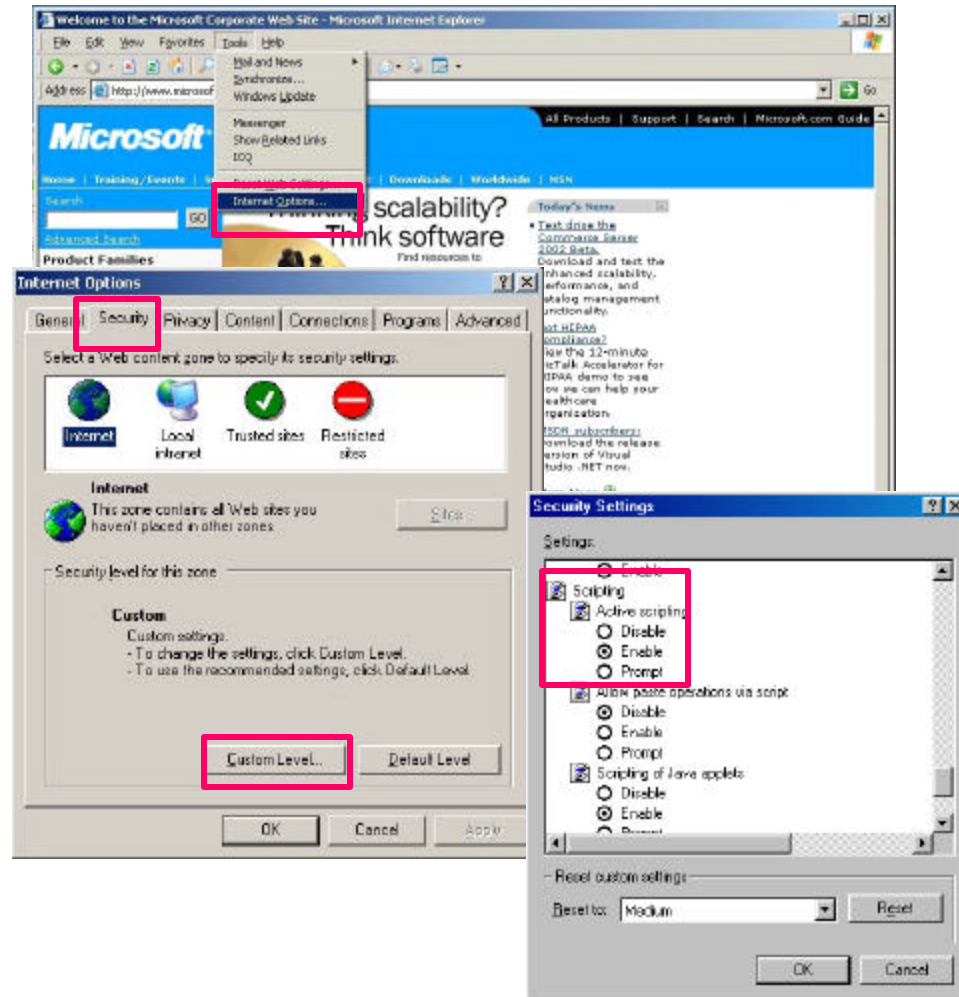
Click '**Internet Options.**'

Click the '**Security**' tab (in some versions of Internet Explorer you will find it under Privacy).

Click '**Custom Level.**'

Scroll down to '**Scripting,**' '**Active Scripting,**' make sure that '**Enable**' is selected.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.





# What is JavaScript? (continued)

JavaScript is also used in MEGS to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

**To confirm that JavaScript is enabled in Netscape** (in some versions of Netscape these instructions could vary slightly):

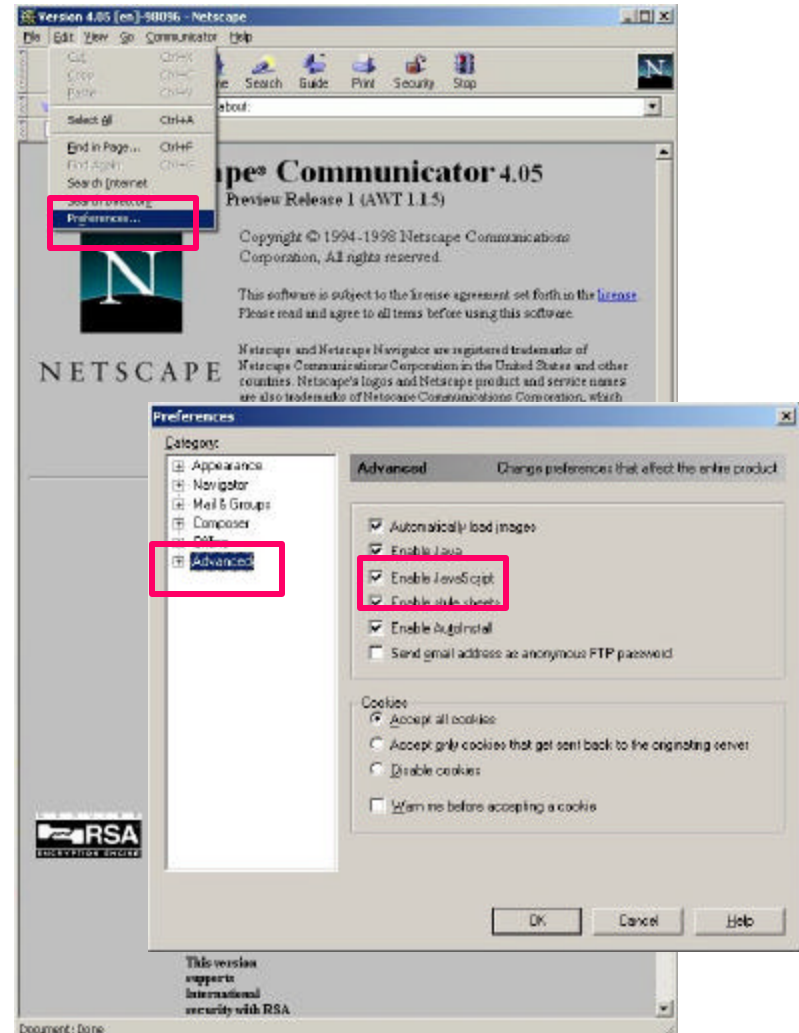
Click **'Edit.'**

Click **'Preferences.'**

Click **'Advanced.'**

Be sure that **'Enable JavaScript'** is checked.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.



# What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

MEGS uses session cookies. No sensitive data is stored within these cookies and once you logoff MEGS or close your browser, each session cookie is automatically removed.

**To confirm that session cookies are allowed in Internet Explorer** (in some versions of Internet Explorer these instructions could vary slightly):

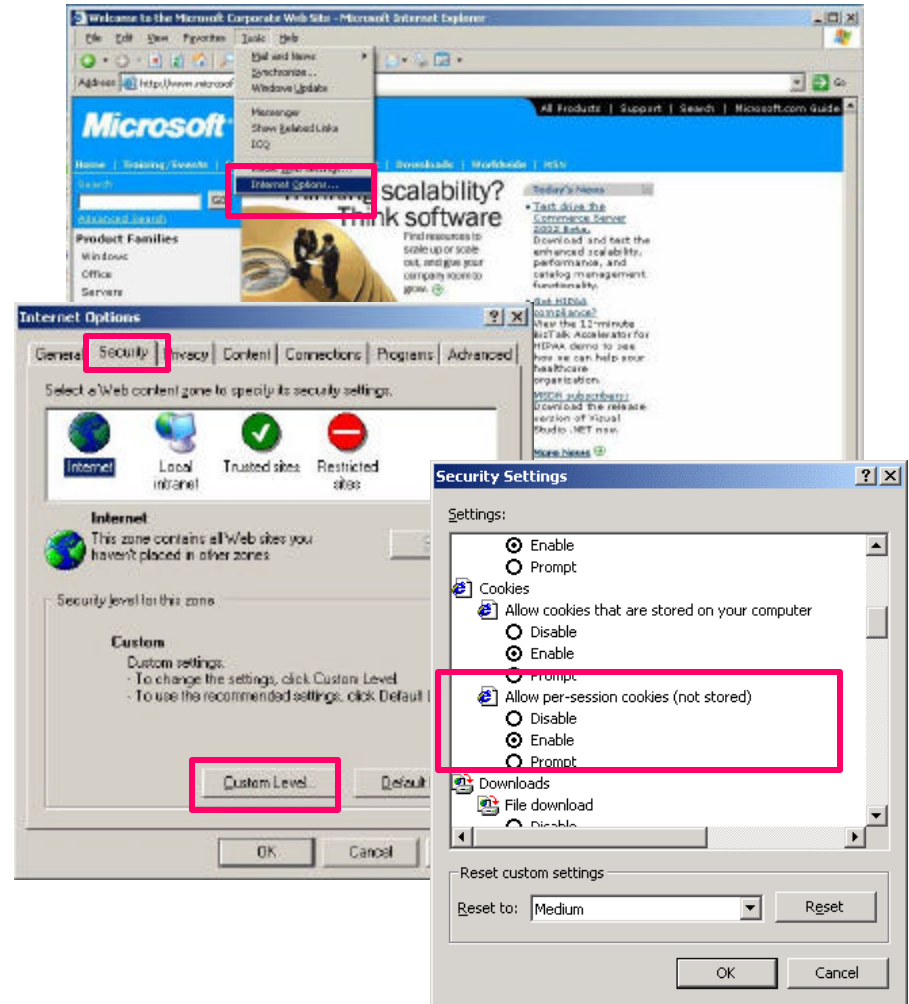
Click '**Tools.**'

Click '**Internet Options.**'

Click the '**Security**' tab.

Click '**Custom Level.**'

Under '**Cookie,**' '**Allow per-session cookies**' (not stored). Make sure that '**Enable**' is selected.



# What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of cookies which are often used for marketing purposes, the session cookies used by MEGS do not warrant any sort of concern.

No sensitive data is stored within these cookies and once you logoff MEGS or close your browser, each session cookie is automatically removed.

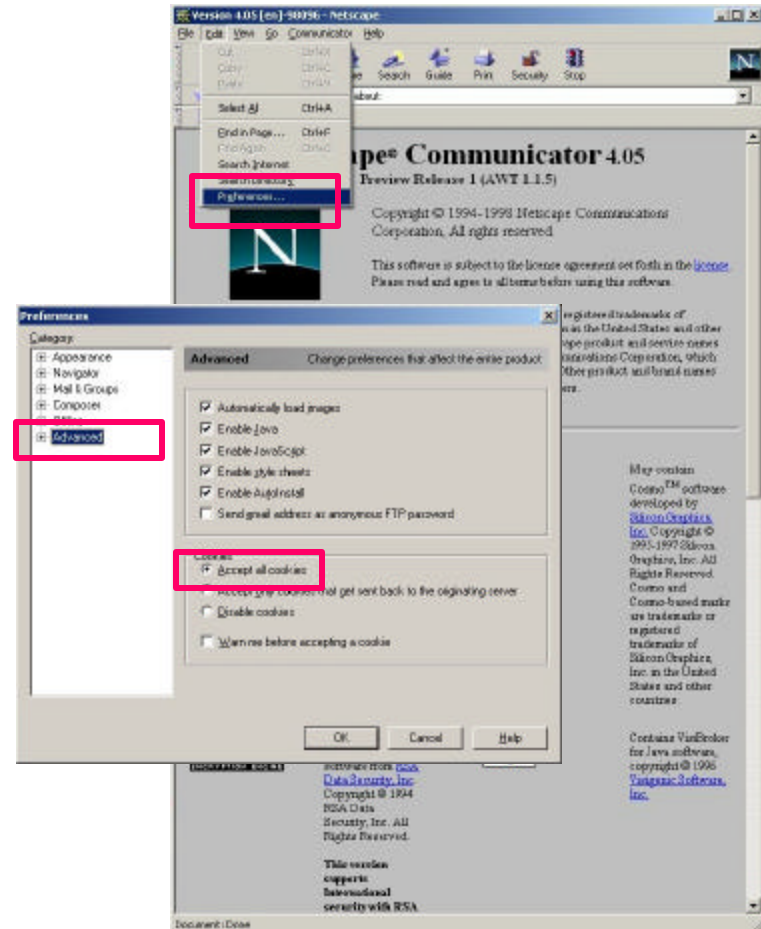
## To confirm that session cookies are allowed in Netscape:

Click **'Edit.'**

Click **'Preferences.'**

Click **'Advanced'** (in newer versions of Netscape you will find it under **Privacy** and **Security**).

Under **'Cookies'** be sure that **'Accept all Cookies'** (or **'Enable all cookies'**) is selected.





# What is Adobe Acrobat Reader and Do I Need It?

Adobe Acrobat Reader is a software program that is used to view PDF files. PDF stands for **'Portable Document Format.'** Regular web pages which are programmed in HTML (Hypertext Markup Language) do not always look good when printed. The PDF format was designed for the Web to look consistent each time it is printed. MEGS uses PDFs for those things that must be printed out.

Once Acrobat Reader is installed, all files in MEGS with the extension .pdf will be opened with the Acrobat program.

The free Adobe Acrobat Reader can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep2.html>

MEGS supports Adobe Acrobat and Adobe Acrobat Reader versions 4.0+.

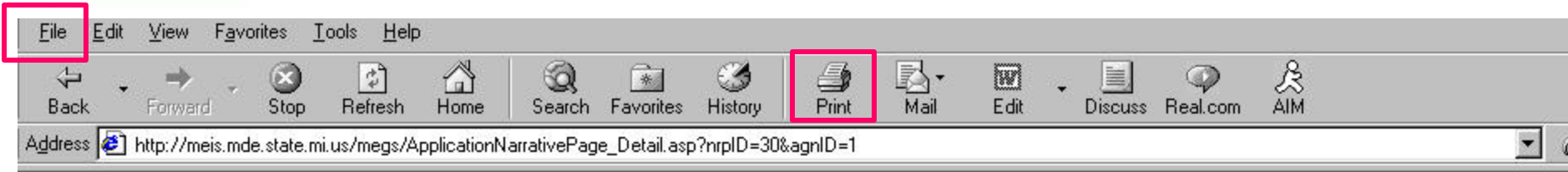
## MICHIGAN DEPARTMENT OF EDUCATION MICHIGAN SCHOOL READINESS PROGRAM

FY

### COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

1. Estimated number of children entering kindergarten in the fall of 2003. (Birth dates between 12/2/1997 and 12/1/1998 five years prior).	200
2. Number of children entering kindergarten in the fall of 2003 estimated to meet at least two of the Michigan School Readiness Program risk factors. This number should not be greater than line 1.	80
3. Number of children entering kindergarten in fall of 2003 estimated to meet the income criteria for:	
a. Head Start	10
b. Free lunch, but not Head Start	10
c. Reduced lunch, but not free lunch or Head Start	10
d. FIA Unified Child Day Care Services, but not free or reduced lunch or Head Start	10
e. Total a, b, c, d	
4. The greater of lines 2 or 3 This line should not be greater than line one.	
5. Number of four-year-old children served in this community this year (2001-2002) by:	
a. Head Start (to be provided by the Head Start Agency)	
b. Title I Preschool (four year olds only)	5
c. Preprimary Impaired classrooms and other categorical special education programs (four year olds only)	5
d. Michigan School readiness Competitive Grant Programs. Public school academies also enter the number of placements available in the local school district. Do NOT include this district's/PSA's MSRP state aid program.	5
e. Total a, b, c, d	
6. Line 4 - line 5 =	
7. Number of children funded in the Michigan School Readiness Program in this district/public school academy this year (2001-2002).	
8. How many at-risk four-year-old children could this district/public school academy serve next fiscal year (2001-2002)?	30
9. Line 8 - line 7 = the number of additional children the district/public school academy is requesting to serve next fiscal year.	
The allocation will never be larger than the lesser of lines 6 and 8. The allocation is determined by formula and may be less than lines 6 or 8. Note: This number is NOT your final allocation. Please wait for further notification from the State of Michigan regarding your allocation prior to implementing your program.	

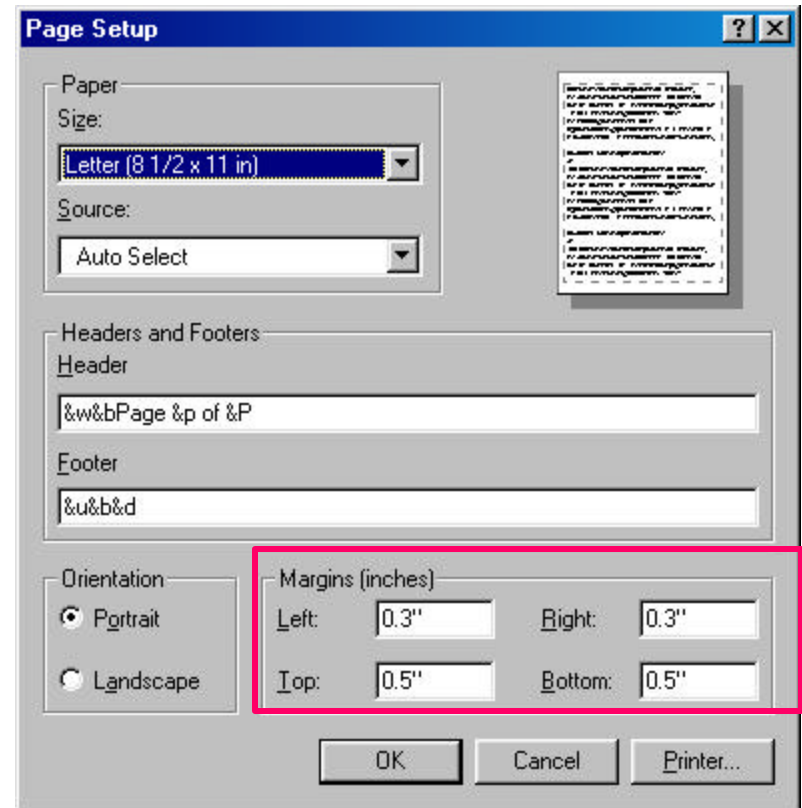
# Printing Screens



1. You will be able to print the entire application at once using the Adobe Acrobat Reader program (see slide 12).
2. We anticipate that this feature will be available by March 15, 2002.
3. Currently, you can print any single page in your browser by clicking the printer icon on your browser's toolbar.
4. If the printed page cuts off on the right or left sides, you need to change your print margins.

## Changing Print Margins in Internet Explorer

1. Click '**File**,' then click '**Page Setup**.'
2. Type in a new left and right margin (try .35). – Some printers will not allow you to enter a number lower than they have the capability of printing. If this happens, you may not be able to adjust this number to a setting that will fully print your page. Remember, this will not be an issue once the ".pdf" printing is available (anticipated completion is March 15, 2002).
3. Type in a new top and bottom margin (try .5).
4. Click '**OK**.'





# E-mail Addresses

*Skip this page if you already have your own e-mail address.*

## **MEGS and E-mail Addresses:**

- You need your own e-mail address for use in MEGS.
- An e-mail address allows you to send electronic messages over the Internet to others with e-mail addresses. It also allows anyone with an e-mail address to send messages to you.
- Under certain circumstances you will receive an e-mail message confirming receipt of information you have provided to MEGS. MEGS may also send you e-mail messages with information regarding your grant program.

## **To obtain an e-mail address:**

- Numerous websites offer free e-mail addresses. Contact any one of these websites, and follow their directions to obtain a free e-mail address.
- If you are unsure of what website to check, following are a few that offer free e-mail:

<http://www.yahoo.com/>  
<http://www.hotmail.com/>  
<http://www.excite.com/>



# What is MEIS and How Can an Account Be Obtained?

MEIS is the Michigan Education Information System. This one system is used for the management of a variety of MDE applications.

Important: In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. Anyone who uses MEGS should have his/her own MEIS account. It is easy to obtain a MEIS account. Simply follow these instructions. While in your browser, type in the following URL (website address) and then click '**Create a MEIS Account.**'

<http://meis.mde.state.mi.us/userman/>

If you already have a MEIS account, please skip to slide 19. To confirm whether or not you already have a MEIS account, follow the instructions for Create a MEIS Account.

The screenshot shows the MEIS User Management System interface. At the top, there's a header with the MEIS logo and the text 'MICHIGAN EDUCATION INFORMATION SYSTEM User Management System'. Below this, a blue banner reads 'Welcome to the MEIS User Management System' and 'MEIS Accounts are used to access MEIS web-based applications bearing this logo:'. The main content area is yellow and titled 'Questions & Answers regarding MEIS User Management'. It contains two paragraphs: one for new users to 'Create a MEIS Account' and another for existing users to login. Below this, there are two columns. The left column, titled 'If you DO NOT HAVE an MEIS Account:', contains the text 'To obtain an MEIS account, please select the link below:' and a red button labeled 'Create a MEIS Account'. The right column, titled 'If you HAVE an MEIS Account, please login:', contains a 'MEIS Login' form with fields for 'Login:' and 'Password:', a 'Login' button, and the MEIS logo. At the bottom, a blue banner contains the link 'Return to the MEIS Main Menu'.



# Create a MEIS Account in Four Easy Steps

After clicking on **'Create a MEIS Account'** enter the first and last name of the user account to be created.

Click the **'Proceed to Step 2'** button and add the basic biographical information.

Click the **'Proceed to Step 3'** button.

## Obtain MEIS Account - Step 1

MEIS accounts are uniquely generated from the information you provide.

Please be sure to provide the most accurate and complete information possible on the screens that follow so that we can create your personal MEIS account.

Remember that each MEIS account is unique to the individual creating it, and your MEIS account should **NEVER** be shared with anyone.

All access to MEIS applications is logged and periodically audited. MEIS accounts used that violate the acceptable use agreement will be removed.

**Note:** All accounts **MUST** be individual user accounts. Accounts found that appear to be **'generic'** (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with **your** name:

Last Name:

First Name:

## Obtain MEIS Account - Step 2

Welcome Doe John, please provide us with the following contact information:

### Contact Information

Note: This information is intended to be used to keep you informed of important notices, events, etc. that relate to the MEIS system.

Please provide us with the best and most detailed information possible. If your contact information should change at a later date, please be sure to visit the MEIS User Management website and update your profile. Thank you.

Email Address :

Phone 1:

Phone 2:

Address 1:

Address 2:

City:

State:

Zip:

ISD Code :  (optional)

District Code :  (optional)

Building Code:  (optional)



# More on MEIS Accounts

Step 3 is used for getting password help.

Step 4 requires the user to verify all the data.

After clicking the **'Create New MEIS Account'** button, a new user account is created.

**Obtain MEIS Account - Step 3**

John Doe, please provide us with the following security information:

**Security Information**

Note: This information will be used to verify the identity of callers by MDE helpdesk staff in order to perform maintenance on MEIS accounts, such as password resets.

Please provide us with three Question and Answer pairs that will allow us to verify your identity. Our helpdesk staff will ask these questions to callers to establish their identity.

Please be as specific as possible, and do not choose easily guessed or obtained answers for the questions you provide.

If you do not provide Question and Answer pair(s), our staff will not be able to determine the identity of a caller and will be unable to assist with User Management issues (i.e. profile modifications, password resets, etc.).

(Examples have been provided for you to use as a guide.)

Thank-you.

**Question 1**  
Q: "Where is my favorite place to vacation?"  
A: "Disneyworld."

Question #1:   
Answer #1:

**Question 2**  
Q: "Who was my favorite college professor?"  
A: "Dr. Kathryn Jones."

Question #2:   
Answer #2:

**Question 3**  
Q: "What community group/charity am I most active with?"  
A: "Capital Area Humane Society - (CAHS)"

Question #3:   
Answer #3:

**Obtain MEIS Account - Step 4**

John Doe, please verify the following new account information:

**Verify Account Information**

Please verify all of the information you have provided us.

Thank-you.

Last Name: Doe  
First Name: John  
Email Address: jdoe@email.com  
Phone 1: 123-123-1234  
Phone 2: 234-234-2345  
Address 1: 1234 Address Street  
Address 2:  
City: Anywhere  
State: MI  
Zip: 12345  
ISD Code :  
District Code :  
Building Code:  
Security Question #1: What is the answer to my Question #1?  
Security Answer #1: Answer #1  
Security Question #2: What is the answer to my Question #2?  
Security Answer #2: Answer #2  
Security Question #3: What is the answer to my Question #3?  
Security Answer #3: Answer #3



# Confirming Your MEIS Account

The final screen will confirm your account.

Hint: Print this page for your records.



Hint: Change your password immediately.

Hint: Keep your MEIS Login Name, MEIS Password and MEIS Account ID # in a safe place.

Warning: Passwords are case-sensitive.

Your agency's authorized official needs your MEIS Account ID # (NOT your MEIS login name or password – keep these to yourself). Once your agency's authorized official has entered your MEIS account # into MEGS, you will be able to access MEGS.

Obtain MEIS Account for JohnDoe - Finished

**PLEASE BE SURE TO PRINT  
THIS INFORMATION FOR YOUR RECORDS!**


The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

MEIS Account Info

MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.  
(Use the temporary password provided above to access the system.)



[Set your MEIS Password](#)



# How Do I Access MEGS?

A user with a valid MEIS account who has been entered into the system by his/her authorized official can logon to MEGS.

<http://meis.mde.state.mi.us/megs/>

The first screen gives basic information about the purpose of MEGS and provides a link to the MEGS logon screen.

Look here for more information in the future.

Bookmark this page in your web browser. This will allow you to quickly return to this login screen each time you need to access MEGS.



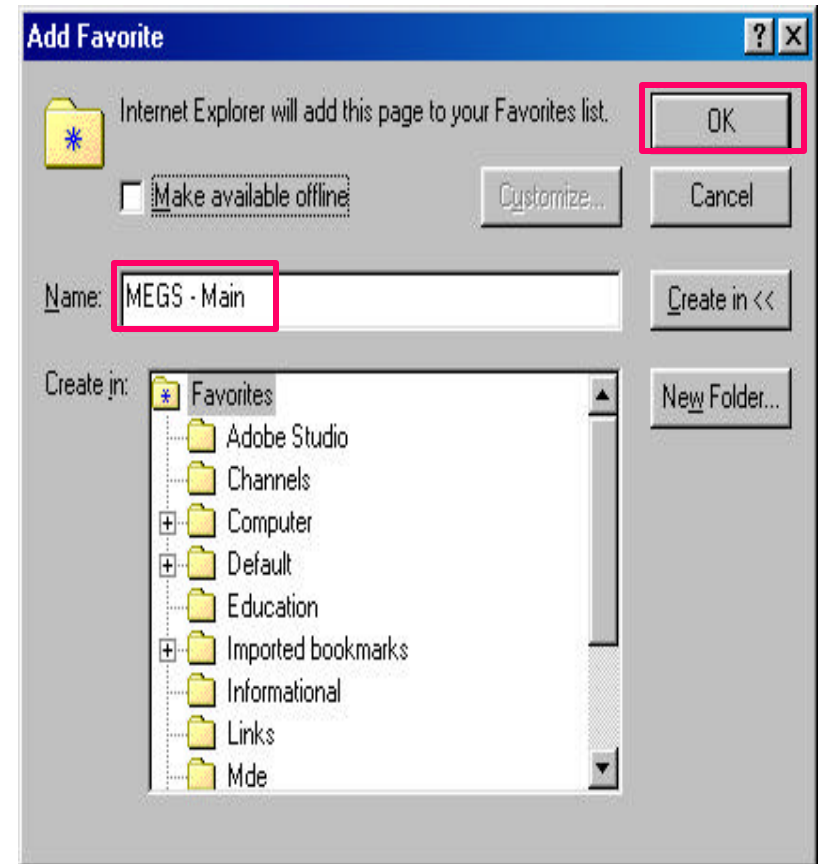
# Bookmarks in Internet Explorer

## To set a bookmark in Internet Explorer:

- Open '**Internet Explorer.**'
- On the toolbar click '**Favorites**' then '**Add to Favorites.**'
- Notice the Name. →
- Click '**OK.**'

## The next time you open Internet Explorer:

- On the toolbar click '**Favorites.**'
- Locate '**MEGS – Main**' in the list of favorites, then click on it.
- The MEGS login screen should appear.



# Bookmarks in Netscape

## To set a bookmark in Netscape:

- Open Netscape.
- On the toolbar click '**Bookmarks**' then '**Add Bookmark.**'
- Nothing happens on the screen but your bookmark has been saved.

## The next time you open Netscape:

- On the toolbar click '**Bookmarks.**'
- Locate '**MEGS – Main**' in the list of bookmarks and click.
- The MEGS login screen should appear.



# Logging in to MEGS

Type in the Login and Password obtained from the MEIS Registration Process to log in to MEGS. (The MEIS Account ID # is NOT used here.)

Click the '**Login**' button.

Remember, the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Hint: When using the Internet, it can take a while for your screen to change after you have clicked a button. Please be patient. Multiple clicking of a button may actually slow the system down.

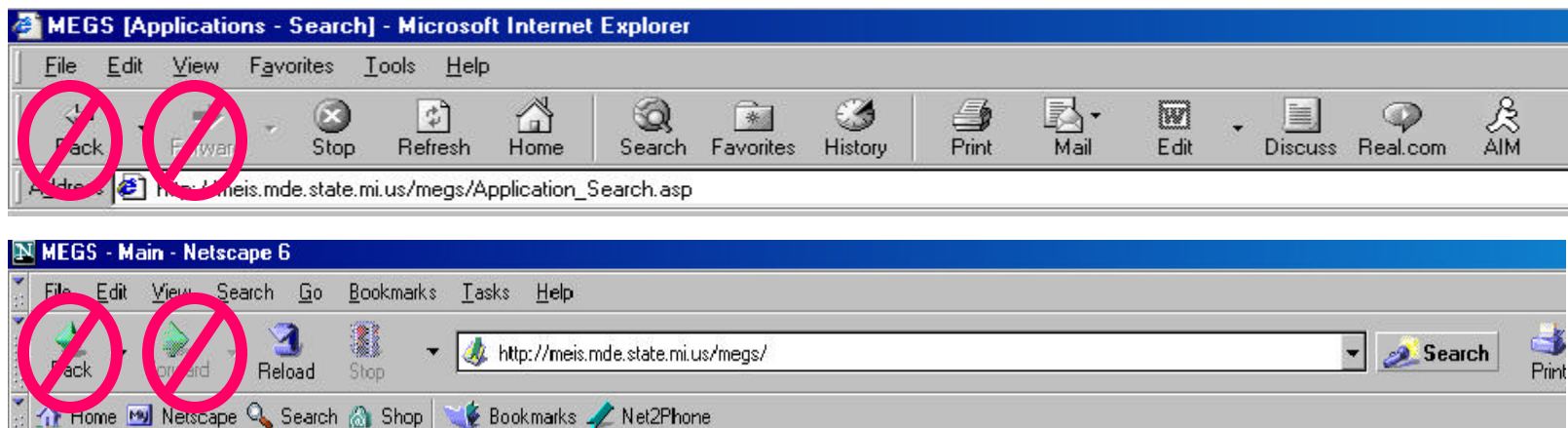
The screenshot shows the MEGS (Michigan Electronic Grants System) login page. At the top left is the Michigan Department of Education logo. Below it is a blue header bar with the text "MEGS: Michigan Electronic Grants System". The main content area has a light blue background. It starts with a welcome message: "Welcome to MEGS, the Michigan Electronic Grants System. This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the 'login' button to begin using MEGS." Below this message is a dark blue login box. Inside this box, there are two white text input fields. The first is labeled "Login:" and the second is labeled "Password:". Both fields are outlined with a red rectangle. Below the password field is a grey button with the word "Login" in white, also outlined with a red rectangle. At the bottom of the login box, there is a small link: "If you do not have a MEIS account, please visit [http://meis.mde.state.mi.us/securemain](\"#\") to request one." and the MEIS logo.

# Avoid the “Back” and “Forward” Buttons

MEGS is a dynamic, database driven, web application. Content in MEGS changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within MEGS (see slide 31).

Using the browser's '**back**' and '**forward**' buttons to return to a page is not the same as clicking a link to go to exactly the same page. The back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the '**back**' button the user is not getting the latest information from the website but rather an 'older' saved version of the page.

**Avoid the 'Back' and 'Forward' buttons in order to always see the latest information available.**







# Authorized Officials: Getting Started

From the Main Menu, Authorized Officials can:

- Initiate applications.
- Add users to MEGS.
- Edit contact and security information.

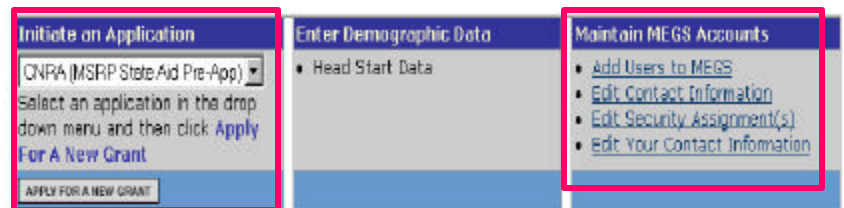
Once an application has been initiated, the application will be listed on this Main Menu page. —————>

## Consortium Applications:

- The application MUST be initiated by the fiscal agent, who will then add members to the consortium.



Welcome, Ms. Sharon Singer of Yale Public Schools, to MEGS.



To view an application, click the [View Application](#) button. If you have additional questions about using M.E.G.S., please click on the [Help](#) tab at the top of the page.

Consolidated Application		
Application #2001-416 Mackinac Island Public Schools		Status: Amendment In Progress
Grants	Access Level	Granted By
Title I, Part A Regular - Improving Basic Programs	Consortium Member - Authorized Official	Mr. Tim Pearl
<a href="#">VIEW APPLICATION</a>	<a href="#">DELETE APPLICATION</a>	<a href="#">MODIFY APPLICATION</a> <a href="#">ABANDON APPLICATION</a>



# MEGS Authorization Structure

## **Authorized Officials (Level 5)**

- Designate Application Administrators.
- Initiate applications.
- Assign lower security levels to allow edit or view status.
- Add users to MEGS via a multiple entry page.
- Include consortium or grant members to an application.
- Submit, amend and delete applications, amendments and/or reports.

## **Application Administrators (Level 4)**

- Responsible for managing the application.
- Initiate applications.
- Assign other users to participate in the grant writing or review process.
- Notify the Authorized Official to submit applications, amendments, and/or reports.
- Include consortium or grant members to an application.

# Security Levels

Level 1 (View-All) This level has the ability to view all parts of the application. Cannot edit any information.

Level 2 (Edit-All) This level is granted the ability to edit any section of data other than agency or main contact information.

Level 2b (Edit-General Information) This level has the ability to edit pages under General Information. (Fiscal Agent and Contact Information -- Consortium/Grant Member Information)

Level 2c (Edit-Budget Information) This level has the ability to input budget data for the agency. (Not applicable for the CNRA)

Level 2d (Edit-Program Information) This level is granted access to edit pages under the Program Information heading. This would be for CNRA Need and Resource Numbers, the Narrative Summary and the Collaboration Forms/Supplementary Child Care Questionnaire page.

Level 2e (Edit-Attachments) This level is granted access to edit attachments. (Not applicable for the CNRA)

Level 3a (Consortium Member-View All) This level has the ability to view all parts of the application. Cannot edit any information.

Level 3b (Consortium Member-Edit All) This level has the ability to edit any section of data other than agency or main contact information.

Level 4 (Application Administrator) This level has the ability to initiate applications and to edit any section of the data.

Level 5 (Authorized Official) This level has the ability to initiate, edit, submit, amend and delete applications. This level can edit agency contact information.

# Maintain MEGS Accounts

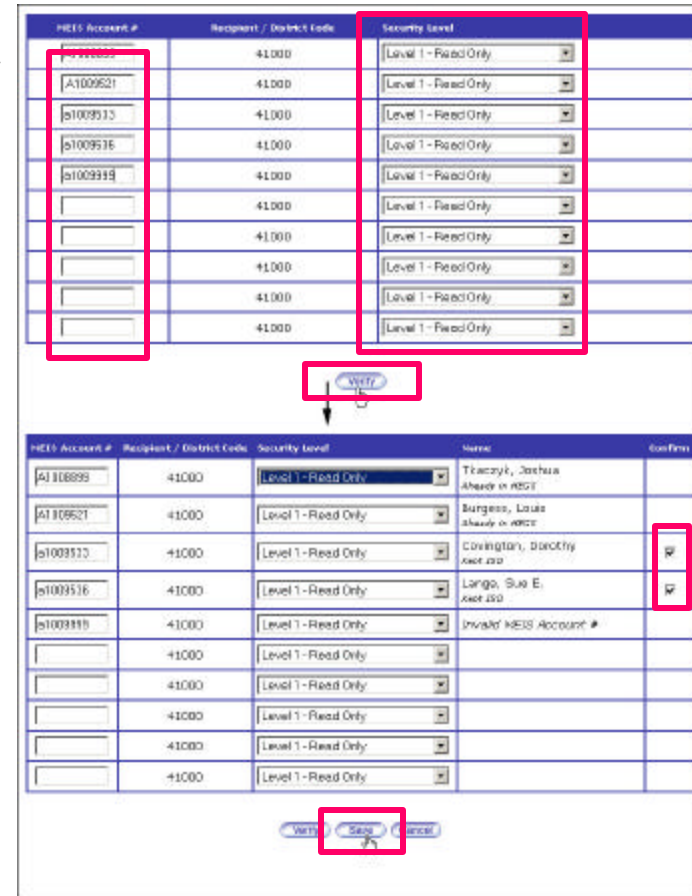
## Add Users to MEGS

An authorized official (and others who already have MEGS access) can give people with MEIS account numbers access to MEGS. This page describes how to give someone a general security level for MEGS. You can also give a person specific rights to different grants (see page 33).

1. From the Main Menu, click on the '**Add Users to MEGS**' link.
2. To add up to 10 new users into MEGS:
  - Type in the MEIS Account number.
  - The district code cannot be changed.
  - Choose the appropriate security level.
3. **Verify** Users.
4. Check the results of Verify:
  - Check name and agency.
  - Invalid MEIS account.
  - Already in MEGS.
5. Confirm the new users (**Save**).

### Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Edit Contact Information](#)



MEIS Account #	Recipient / District Code	Security Level
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]
<input type="text"/>	41000	[Level 1 - Read Only]

MEIS Account #	Recipient / District Code	Security Level	Name	Confirm
<input type="text"/>	41000	[Level 1 - Read Only]	Teacryt, Joshua Ahead in MS2	<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]	Burgess, Louis Ahead in MS2	<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]	Covington, Dorothy Aced 202	<input checked="" type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]	Largo, Sue E. Aced 202	<input checked="" type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]	Invalid MEIS Account #	<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]		<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]		<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]		<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]		<input type="checkbox"/>
<input type="text"/>	41000	[Level 1 - Read Only]		<input type="checkbox"/>

# Maintain MEGS Accounts

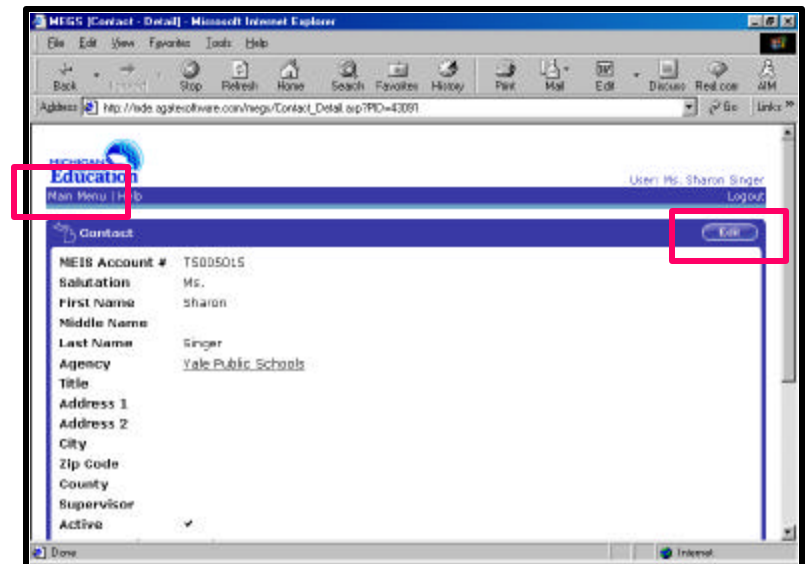
## Edit Contact Information

### Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Edit Contact Information](#)

### To Edit Contact Information:

1. From the Main Menu, click **'Edit Contact Information'** link.
2. A list of names associated with the user's agency is displayed. Each name is a link to a page where contact information and security levels can be edited.
3. To edit the information, click the blue **'Edit'** button at the top of the information.
4. Make appropriate changes and click the blue **'Save'** button. If no changes are to be made at this time, click the **'Cancel'** button to return to the Edit Contact Information page. Then click the **'Main Menu'** link to return to the Main Menu page.



# Applying for a New Grant

1. From the Main Menu, select the CNRA from the drop down list under '**Initiate an Application**' and click the '**Apply for a New Grant**' button.
3. This will send the user to the Application Menu page.



The screenshot shows a web form titled "Initiate an Application" with a blue header. Below the header is a drop-down menu containing the text "CNRA (MSRP State Aid Pre-App)". A red rectangle highlights the drop-down arrow on the right side of the menu. Below the menu, the text "Select an application in the drop down menu and then click **Apply For A New Grant**" is displayed. At the bottom of the form, there is a button labeled "APPLY FOR A NEW GRANT", which is also highlighted with a red rectangle.



# MSRP – CNRA Application Menu

Header Toolbar →


Application Information →

Management Activities →

General Information →

Program Information →

Submit Application  
(here and under header toolbar) →



CNRA (MSRP State Aid Pre-App)  
Applicant: Yale Public Schools  
Application #: 2003-501  
User: Ms. Sharon Singer

Main Menu | Application Menu | Help | Errors Logout

SUBMIT APPLICATION

**This "CNRA (MSRP State Aid Pre-App)" application contains the following grant(s):**

Grant	CFDA #	Security Level
Comprehensive Community Needs and Resources Assessment	N/A	Authorized Official

- The current status is Pre-Application In Progress
- This application is due on **Friday, February 28, 2003**
- [Important Information About the CNRA \(MSRP State Aid Pre-App\)](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Give People Access to this Application](#)

**GENERAL INFORMATION**

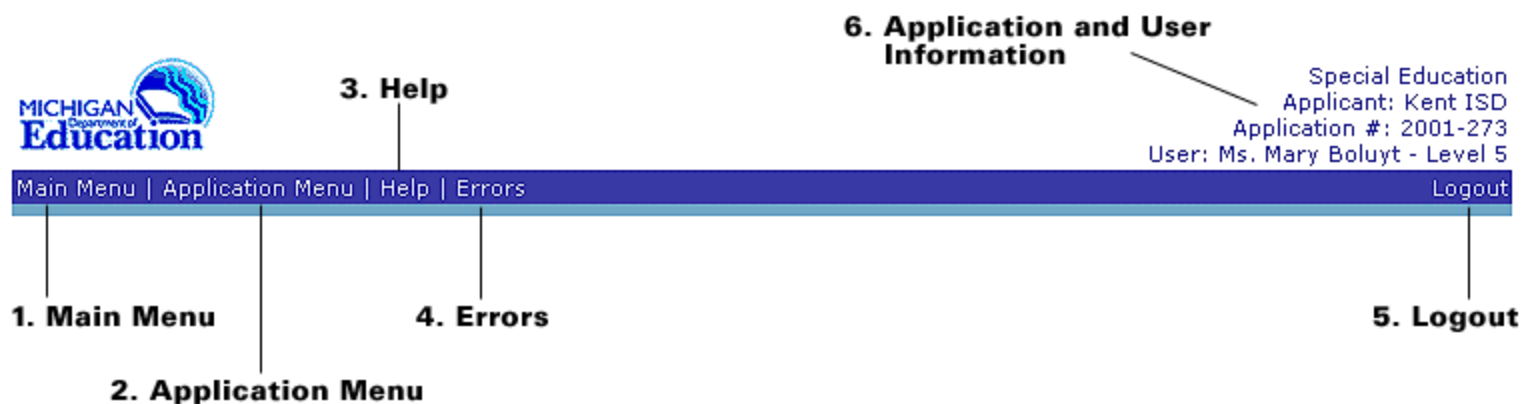
- [Fiscal Agent: Yale Public Schools](#)
- [Consortium/Grant Member Information](#)

**PROGRAM INFORMATION**

- [Comprehensive Community Needs Assessment: Yale Public Schools](#)
- [Narrative](#)
- [Collaboration Verification and Supplementary Child Care Questionnaire](#)

SUBMIT APPLICATION

# Header Toolbar



- 1. Main Menu** – Allows the user to return to the page with all initiated applications by the user's agency.
- 2. Application Menu** – This link will return the user to the "home page" for the application. A feature built into this link is a JavaScript menu that allows for quick access to other parts of the application. This menu has links to budget pages and program information.
- 3. Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for questions or problems that users might encounter.
- 4. Errors** – This page will track the progress of the application and alert the Application Administrators and Authorized Officials when any critical part is not completed. All errors must be resolved in order to submit the application.
- 5. Logout** – This link will log the user out of the application.
- 6. Application and User Information** - Information about which grant is currently being worked on, the applicant agency, the application number, and the current user's name and security levels.

# Application Information

**This screen shows the application you are viewing, its status and due date, and your security level.**

**To View Important Information about the CNRA:**

1. From the Application Menu page, click **'Important Information About the CNRA'** link. This link will open a page that provides you with information regarding the CNRA and the Michigan School Readiness Program (grant purpose, target population, eligible applicants, allocation determination and length of award).

This "CNRA (MSRP State Aid Pre-App)" application contains the following grant(s):

Grant	CFDA #	Security Level
Comprehensive Community Needs and Resources Assessment	N/A	Authorized Official

- The current status is Pre-Application In Progress
- This application is due on [Friday, February 28, 2003](#)
- [Important Information About the CNRA \(MSRP State Aid Pre-App\)](#)



# Management Activities:

## Give Other People Access to This Application

To assign a MEIS user to a particular application (from the Application Menu page) click the 'Give People Access to this Application' link.

1. Obtain and enter the MEIS account number of the user you wish to give access to the CNRA.
2. Specify a date range in which this user will have access to the CNRA. If this user has a limited time to access the CNRA, enter a date value in the '**Access to end on**' field. To allow the user to have permanent access to the CNRA leave the '**Access to end on**' blank.
3. Next select a security level for the new user based on their function in writing the CNRA.
4. To activate the user click the '**Grant This User Access**' button.
5. Any error in the data entry will be returned at the top of the page. If there are errors, please fix and click the '**Grant This User Access**' button again.
6. New users will have been added to the table that appears on your screen.

### MANAGEMENT ACTIVITIES

- [Give People Access to this Application](#)

To allow another person to access this application:

1. Type in the person's MEIS Account ID. An example of a MEIS Account ID is A1001000.
2. Select the dates that this account should be active.  
(Leave the ending date blank if you don't want the access privileges to expire.)
3. Select the section(s) that this person can access.
4. Select the level of access that this person should have.
5. Click the *Grant This User Access* button.

MEIS Account ID

Access to begin on  (mm/dd/yyyy)

Access to end on  (mm/dd/yyyy).

#### Sections Accessible:

- ☒ Comprehensive Community Need and Resources Assessment

#### Level Of Access Provided:

Level 1 (View - All)

[Grant This User Access](#)

#### Level Of Access Provided:

- Level 1 (Viewer)
- Level 1 (Viewer)
- Level 2 (Grant Writer)
- Level 2c (Financial Officer)
- Level 2d (Program Coordinator)
- Level 3b (Consortium/Grant Member - Program Coordinator)
- Level 4 (Application Administrator)

# Management Activities:

## Give Other People Access to This Application

### Deleting Users

#### To Delete a User for the CNRA:

1. If you are not on the '**Give People Access to this Application**' screen, from the Application Menu click '**Give People Access to this Application.**'
2. In the table, find the user you wish to delete. Do NOT delete the authorized official. Click the radio button on the left side of the screen for the user you wish to delete.
3. Click the blue '**Delete**' button in the header of the table to start the delete process.
4. The user will no longer have access to the CNRA unless the user is added back to the CNRA.
5. Click Application Menu (without selecting a drop down item) and you will return to the Application Menu page.

#### MANAGEMENT ACTIVITIES

- [Give People Access to this Application](#)



**GIVE PEOPLE ACCESS TO THIS APPLICATION**  
Thank you! The specified user has been given access to the specified section(s).  
You may grant access to another user or return to the main menu.

The following people have access to this application:

People with access to this application						<a href="#">Delete</a>
Accessible Section	Name (Agency)	Assigned By	Date Active	Date Inactive	Application Security Description	
<input checked="" type="radio"/> Comprehensive Community Needs and Resources Assessment	Ms. Sharon Singer (Yale Public Schools)				Authorized Official	
<input type="radio"/> Comprehensive Community Needs and Resources Assessment	Ms. Connie Robinson (Michigan Department of Education)	Ms. Sharon Singer	2/22/2002	2/25/2002	Edit - General Information	



# Management Activities: View a PDF of This Application

## View PDF

We anticipate that this feature will be available on or about March 15, 2002.

Clicking the link '**View a PDF of this application**' will generate a viewable, printable version of the CNRA.

The PDF will include all information that is entered in for the current CNRA.

This feature is provided for agencies to keep a hard copy of the CNRA that the user submitted electronically.

If this feature is not yet available, please see page 13 for printing instructions.

### MANAGEMENT ACTIVITIES

- [Give other people access to this application](#)
- [View the grant selection for this application](#)
- [View a summary of the modifications made since the application was last submitted](#)
- [View a PDF of this application](#)

Authority: State School Aid Act, Section 37 (1&2)  
COMPLETION: Voluntary (Consideration for funding will not be possible if form is not filed.)

Direct questions regarding this form to  
Early Childhood and Parenting  
Programs at (517) 373-8483

MICHIGAN DEPARTMENT OF EDUCATION  
MICHIGAN SCHOOL READINESS PROGRAM  
EARLY CHILDHOOD AND PARENTING PROGRAMS  
P. O. Box 30008  
Lansing, MI 48909

FY  
COMPREHENSIVE COMMUNITY NEEDS AND RESOURCES  
ASSESSMENT

*DUE:*

- ☐ INDIVIDUAL DISTRICT/ACADEMY APPLICATION
- ☐ CONSORTIUM APPLICATION

Fiscal Agent Name	
Fiscal Agent District Code	
Contact Person	
Address	
County	
Phone	
Fax	
E-Mail	

# General Information: Fiscal Agent and Contact Information

## To Edit the Fiscal Agent's Information (authorized officials only):

1. From the Application Menu page, click the '**Fiscal Agent**' link.
2. Only certain fields can be edited.
3. Once changes are entered, click the '**Save**' button. Clicking the '**Save**' button returns you to the '**Fiscal Agent and Contact Information**' page. If no changes are needed, click '**Application Menu**' on the header toolbar to return to that page.

## To Assign a Main Contact:

1. Obtain the MEIS Account ID # and type it in the MEIS Account ID field.
2. Click the '**Assign Main Contact**' button.
3. After successful submission, the page will list the user who was just assigned (you may need to scroll down the page to see it). An Authorized Official may at any time delete the main contact and replace the user.
4. To edit the Main Contact information, click the blue '**Edit**' button. Make the appropriate changes and click the blue '**Save**' button.
5. Click Application Menu to return to that page.

**GENERAL INFORMATION**

- [Fiscal Agent: Wolverine Community Schools](#)
- [Consortium/Grant Member Information](#)

**Fiscal Agent** Save

Legal Name	Wolverine Community Schools		
Superintendent	Ms. Susan Denise		
FEIN			
Recipient/District Code	<input type="text" value="16100"/>		
Building Code	<input type="text" value="0000"/>		
Address 1	<input type="text" value="13131 Brook Street"/>		
Address 2	<input type="text"/>		
City	<input type="text" value="Wolverine"/>		
Zip Code	<input type="text" value="49799"/>		
County	<input type="text" value="Cheboygon"/>		
Agency Type	<input type="text" value="LEA"/>		
Phone	<input type="text"/>	Ext	<input type="text"/>
Fax	<input type="text"/>	Ext	<input type="text"/>
E-mail	<input type="text"/>		

Save

**Assign Main Contact for this Application**

The Main Contact should be someone who can be contacted with questions about the program. To assign a person as the main contact for this application:

1. Type in the person's MEIS Account ID. An example of a MEIS Account ID is A1001000.
2. Click the [Assign Main Contact](#) button.

MEIS Account ID

ASSIGN MAIN CONTACT

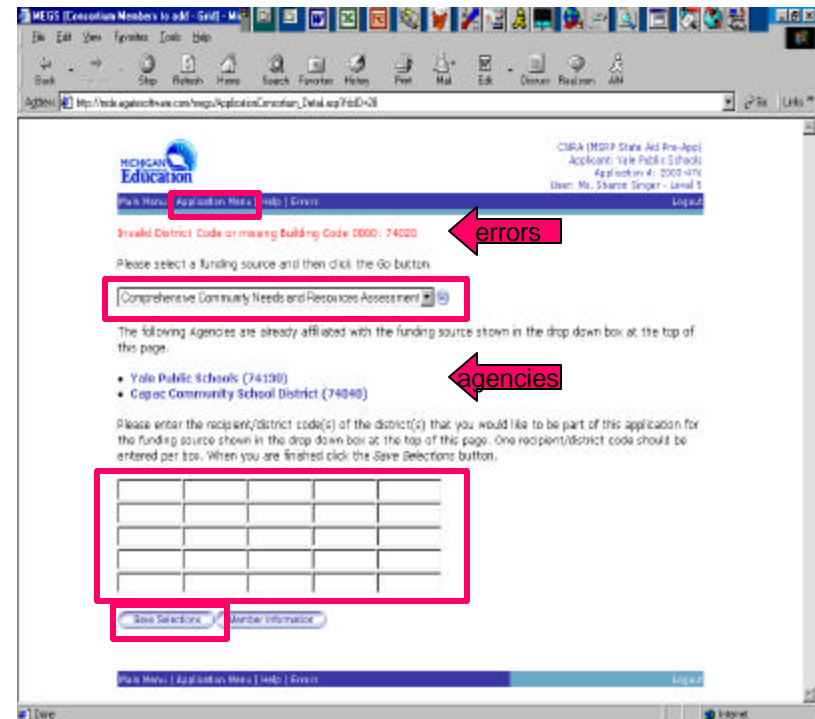
# General Information: Consortium/Grant Member Information

To add a new Grant Member for Consortium Applications click the Consortium/Grant Member Information link from the Application Menu page.

1. Click the **'Add a New Member'** button.
2. Chose the appropriate grant from the drop down menu and click the **'Go'** button.
3. Enter the district/PSA code to be added to the CNRA. This page allows for up to 20 districts/PSAs to be added at one time.
4. Once all codes have been entered, click the **'Save Selections'** button. Any errors in district/PSA codes will be returned (in red) as errors at the top of the section.
5. Bulleted in blue are districts/PSAs affiliated with the CNRA.
6. Click **Application Menu** to return to that page.

## To delete a Grant Member:

1. From the Application Menu page, click the **'Consortium/Grant Member Information'** link. The Grant Member Information page displays a listing of all districts/PSAs that are grant members.
2. Click to check the box of the district/PSA to be deleted.
3. Click the **'Remove Selected Member'** button and the page will return having deleted the member.
4. Click **'Application Menu'** to return to that page.





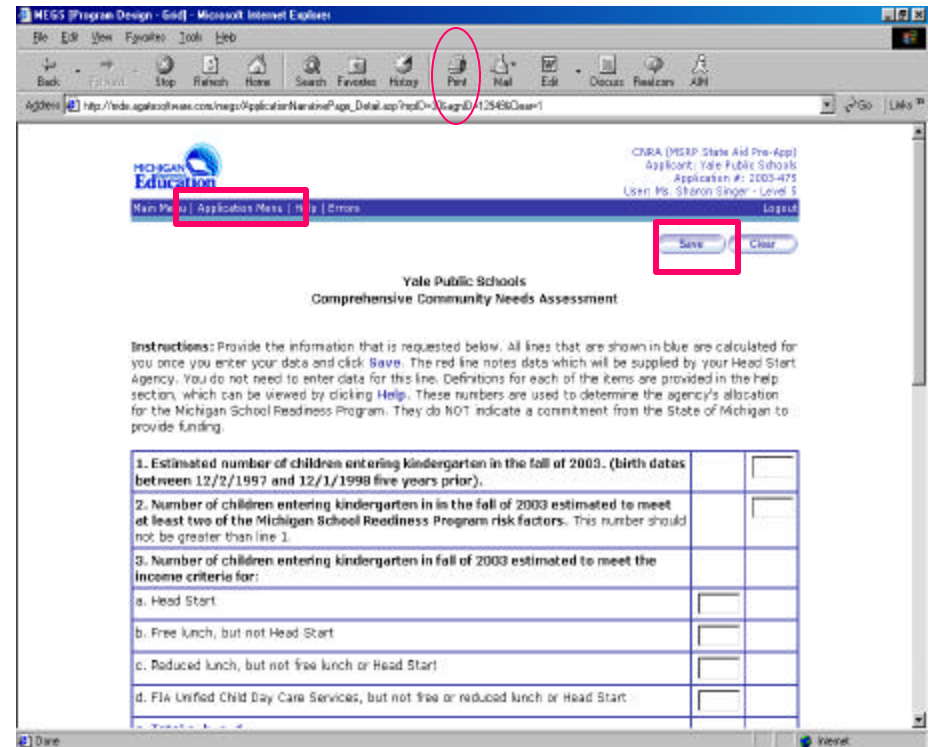
# Program Information: CNRA Need and Resource Numbers

## Enter Program Information

1. From the Application Menu page, click the **'Comprehensive Community Needs Assessment'** link (for a particular district/PSA) to enter the need and resource numbers.
2. A separate need and resource number page must be completed for each district/PSA in a consortium. Type in the appropriate numbers for the district/PSA you are working on.
3. Blanks that do not provide an input box for you to type in will fill in automatically when you click the **'Save'** button.
4. Head Start agencies will be completing screens in MEGS. The Head Start number (5a) for your district/PSA will 'drop in' once your local Head Start agency has completed their form. Please click **'Help'** on the CNRA toolbar for further information.
5. Be sure to complete the license and staff information section near the bottom of the page.
6. Click **'Save.'**
7. Print a copy of this page by clicking the printer icon on your browser's toolbar (please see slide 12 and 13).
8. Click **Application Menu** to return to that page.
9. Start over at number 1 above until a need and resource numbers page has been completed for each district/PSA in your consortium.

### PROGRAM INFORMATION

- [Comprehensive Community Needs Assessment: Yale Public Schools](#)
- [Comprehensive Community Needs Assessment: Capac Community School District](#)
- [Narrative](#)
- [Supplementary Child Care Questionnaire](#)



MEGS (Program Design) - Microsoft Internet Explorer

Address: http://edsu.applinetw.com/megs/ApplicationMenuPage\_Detail.asp?redOn=125480&clear=1

Yale Public Schools  
Comprehensive Community Needs Assessment

Instructions: Provide the information that is requested below. All lines that are shown in blue are calculated for you once you enter your data and click **Save**. The red line notes data which will be supplied by your Head Start Agency. You do not need to enter data for this line. Definitions for each of the items are provided in the help section, which can be viewed by clicking **Help**. These numbers are used to determine the agency's allocation for the Michigan School Readiness Program. They do NOT indicate a commitment from the State of Michigan to provide funding.

1. Estimated number of children entering kindergarten in the fall of 2003. (birth dates between 12/2/1997 and 12/1/1998 five years prior).		
2. Number of children entering kindergarten in the fall of 2003 estimated to meet at least two of the Michigan School Readiness Program risk factors. This number should not be greater than line 1.		
3. Number of children entering kindergarten in fall of 2003 estimated to meet the income criteria for:		
a. Head Start		
b. Free lunch, but not Head Start		
c. Reduced lunch, but not free lunch or Head Start		
d. FIA Unified Child Day Care Services, but not free or reduced lunch or Head Start		

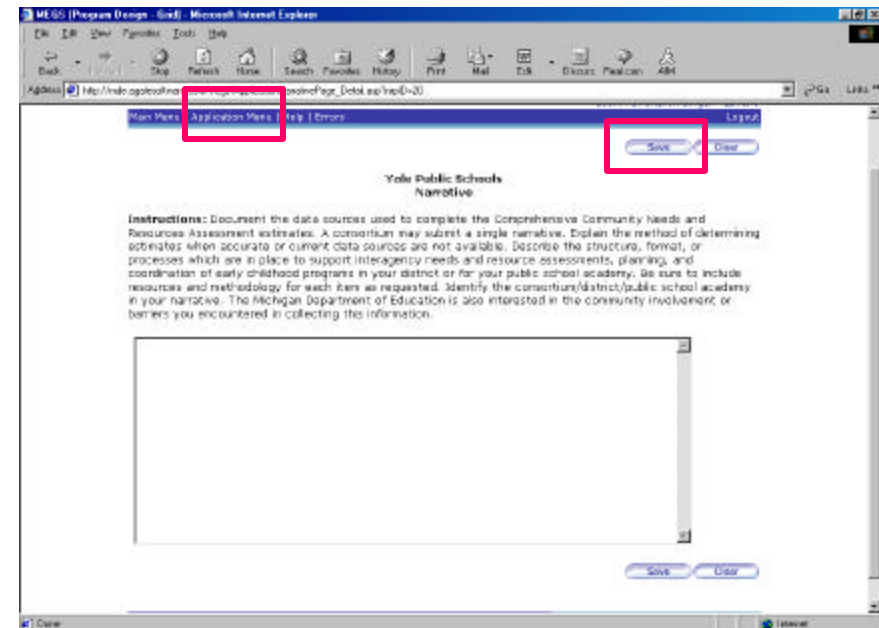
# Program Information: Narrative

## Enter Narrative Information

1. From the Application Menu page, click the '**Narrative**' link.
2. Type in your narrative as per the instructions at the top of the Narrative screen. It is highly recommended that you type your narrative in a word processing program (i.e., Word or Word Perfect). You can spell check in your word processing program and you don't have to worry about being 'kicked-off' the Internet and losing unsaved information. You can then copy and paste the narrative from your word processing program into this Narrative page.
3. Click '**Save**.'
4. Click Application Menu to return to that page.

### PROGRAM INFORMATION

- [Comprehensive Community Needs Assessment:Yale Public Schools](#)
- [Comprehensive Community Needs Assessment:Capac Community School District](#)
- [Narrative](#)
- [Supplementary Child Care Questionnaire](#)



# Program Information: Collaboration Verification

## Collaboration Forms

1. From the Application Menu page, click the '**Collaboration Verification and Supplementary Child Care Questionnaire**' link.
2. Read the instructions.
3. A blank collaboration form can be downloaded from the Early Childhood & Parenting Programs web site:  
<http://www.state.mi.us/mde/off/sta/earlychild/index.htm>
4. Answer each question 'YES' or 'NO' by clicking your mouse in the appropriate box.
5. Click '**Save.**'
6. Click '**Application Menu**' to return to that page.

PROGRAM INFORMATION
<ul style="list-style-type: none"> <li>• <a href="#">Comprehensive Community Needs Assessment: Wolverine Community Schools</a></li> <li>• <a href="#">Narrative</a></li> <li>• <a href="#">Collaboration Verification and Supplementary Child Care Questionnaire</a></li> </ul>

Save Clear Delete View PDF

Collaboration Verification and Supplementary Child Care Questionnaire	
<p><b>Instructions:</b> Please answer the following questions with a <b>yes</b> or <b>no</b> response by checking the box next to the question. If your response is <b>yes</b>, leave the corresponding <b>no</b> box on the right blank. Similarly, if your response is <b>no</b>, leave the corresponding <b>yes</b> box on the left blank.</p>	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<p>The program has obtained collaboration forms from an interagency group that includes the following public agencies or the multi-purpose collaborative body or individual forms:</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• Family Independence Agency (Department of Social Services)</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• Department of Community Health Services (Public Health and Mental Health)</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• Michigan School Readiness Program competitive grant recipients, if applicable</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• Additional agencies or organizations, if applicable</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• For districts/PSA's that participate on an interagency advisory group or county multi-purpose collaborative body, the program has obtained a current single letter of support listing committee members including (minimally) the agencies listed above.</p>	
<input type="checkbox"/>	<input type="checkbox"/>
<p>• If current collaboration forms are not on file, the district assures that all forms will be on file by September 1, 2002.</p>	



# Program Information: Supplementary Child Care Questionnaire

This page will  
change somewhat

## Complete the Supplementary Child Care Questionnaire.

### PROGRAM INFORMATION

- [Comprehensive Community Needs Assessment: Wolverine Community Schools](#)
- [Narrative](#)
- [Collaboration Verification and Supplementary Child Care Questionnaire](#)

1. From the Application Menu page, click the '**Collaboration Verification and Supplementary Child Care Questionnaire**' link.
2. Read the instructions.
3. Answer each question 'YES' or 'NO' by clicking your mouse in the appropriate box.
4. Click '**Save.**'
5. Click '**Application Menu**' to return to that page.

If you are able to answer **yes** to any of the questions below you are eligible for priority funding.

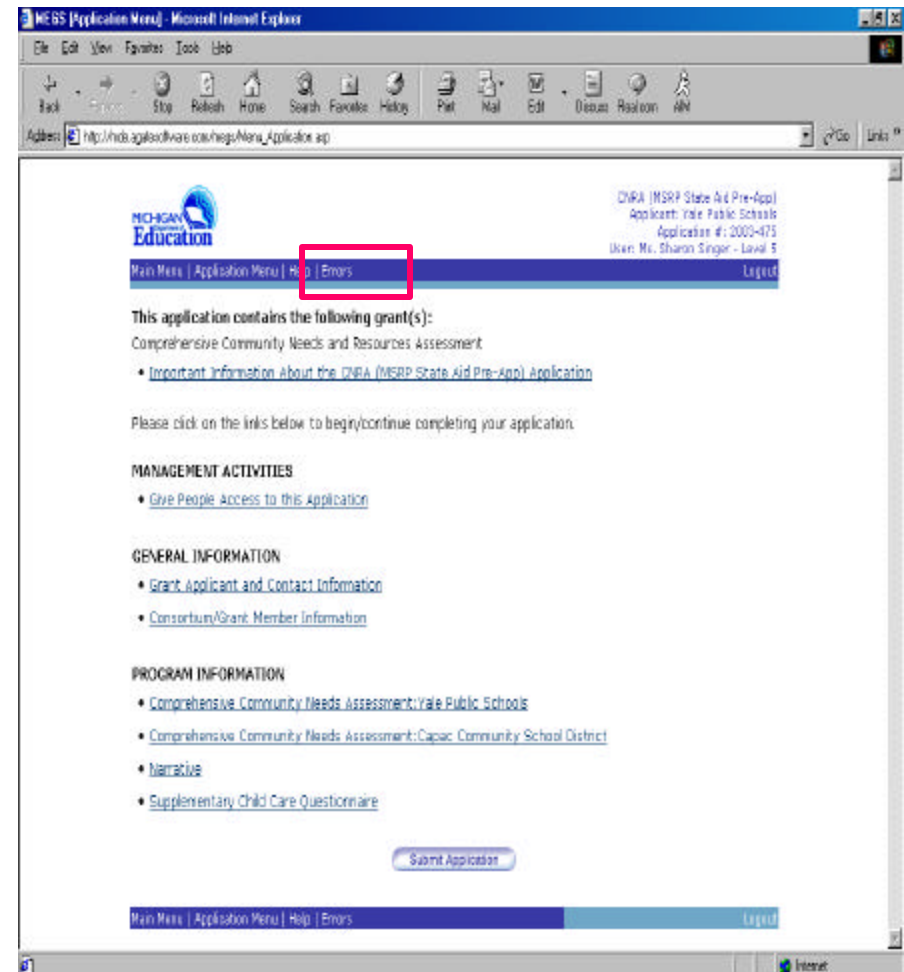
Yes	No	Supplementary Child Care Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the program provide before- and after- wraparound child care services for the children funded for the Michigan School Readiness Program?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the district provide transportation to and/or from child care providers to attend the Michigan School Readiness Program?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the district coordinate child care services for families by referring families to licensed local or registered child care providers?
<input type="checkbox"/>	<input type="checkbox"/>	4. Does the district have a future plan for providing or improving child care services for preschool children?

Save Clear Delete View PDF

# Before Submitting the Application: Error Checking

## Error Checking

1. From the Application Menu page, click the '**Error**' link on the Header.
2. If you have any potential errors, they will be listed. Your application will NOT submit until these errors are resolved.
3. Resolve the errors.
4. Click '**Application Menu**' to return to that page.



# Submission of the Application

## To Submit an Application:

1. After the fiscal agent's Authorized Official is notified that the application is complete, the application can be submitted.
2. *Only a fiscal agent authorized official can submit the CNRA.*
3. To do this from the Application Menu page, the authorized official will click the '**Submit Application**' button.
4. If there are any errors, a page will prompt the Authorized Official to make the necessary corrections.
5. After all errors are corrected, return to the '**Application Menu**' and click the '**Submit Application**.'
6. The next page will present conditions that must be agreed upon when submitting the application.
7. After reading and agreeing with conditions, click the '**I Agree**' button to continue.
8. The user will see a confirmation page. Please print this page to keep as a record of the submission of the application.
9. E-mail notification will go to the main contact. E-mail notification will also go to the Superintendent/Director (if his/her e-mail address has been entered into MEGS).
10. Once submitted, an application can only be changed by contacting your consultant and requesting that the CNRA be returned to you for modification.

In order to submit your pre-application you must first agree to the following conditions.

I, Ms. Connie Robinson, certify that...

- The information submitted in this pre-application is true and correct to the best of my knowledge
- If there are consortium members represented by this pre-application, they have been contacted to confirm their wish to participate in this consortium for fiscal year 2003.

If you are not Ms. Connie Robinson you should return to the [Main Menu](#).

**I Agree**

## Confirmation of Grant Application Submission

Please print a copy of this page for your records.

**Ms. Sharon Singer of Yale Public Schools submitted an application for the application on Monday, February 25, 2002 at 3:27:58 PM.**

The Michigan Department of Education will send you an email in the near future confirming their receipt of your application. Please note that this application will not be able to be modified/amended in MEGS until it has been reviewed by the Michigan Department of Education. If you have any questions or concerns regarding your application, please consult your Michigan Department of Education representative.

Thank you for submitting this application! If you would like to continue using MEGS, please [Click Here to Return to MEGS](#). If you would like to exit the system, please click the logout button at the top of this page.

# Application Status Levels

**Application Status Levels** - To keep track of applications within MEGS, a status level is applied to the application at every step. There are two distinct status categories, Applicant side and Consultant side. The Applicant side status levels are given to the application if the applicant must perform actions such as addition or deletion of data. The Consultant side status levels allow for the MDE consultants to view the data, score and comment on the application, and then award funding.

CNRA (MSRP State Aid Pre-App)		
Application #2003-502 Wolverine Community Schools		Status: Pre-Application Submitted
Grants	Access Level	Granted By
Comprehensive Community Needs and Resources Assessment	Authorized Official	
<a href="#">VIEW APPLICATION</a> <a href="#">DELETE APPLICATION</a> <a href="#">MODIFY APPLICATION</a> <a href="#">AMEND APPLICATION</a>		

## CNRA Applicant Status Levels

- Pre-Application In Progress
- Pre-Application Submitted
- Pre-Modifications In Progress
- Modifications Submitted
- Pre-Application Review Complete
- Pre-Amendment In Progress
- Pre-Amendment Submitted

## Consultant Status Levels

- Review In Progress
- Pre-Modifications Required
- Pre-Program Office Review Complete
- Pre-Amendment Required
- Pre-Amendment Review in Progress
- Pre-Modifications Required (if amendment not accepted)

# Consultant Checklist: View Comments

## Consultant Checklist

After submission of the CNRA in MEGS, it will be reviewed by MDE consultants.

During the review process, MDE consultants make comments in checklists. These external comments can be viewed by the applicant.

Once comments are entered in the checklist, a link in the MEGS header will appear called '**View Comments**.'

[This link will display a popup window that will show all comments entered by the consultant.](#)

if 2003 (birth		900
estimated to meet		800
5. The number		
ed to meet the		
	100	
	100	
	100	
Head Start	100	
		400
one.		800
year (2001-2002)		
	0	
	25	
on programs (four	25	
l academies also	25	
NOT include this		75
		725

Each CNRA page number page reviewed  
☐ Yes ☐ No ☐ Pending  
 Narrative reviewed  
☐ Yes ☐ No ☐ Pending  
 Collaboration reviewed  
☐ Yes ☐ No ☐ Pending  
 Supplementary Child Care reviewed  
☐ Yes ☐ No ☐ Pending  
 Internal Comments

Comments to Applicant

Save Cancel

General Comments

CNRA review complete  
☐ Yes ☐ No ☐ Pending  
 Internal Comments

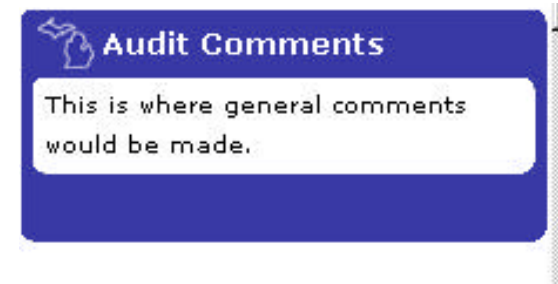
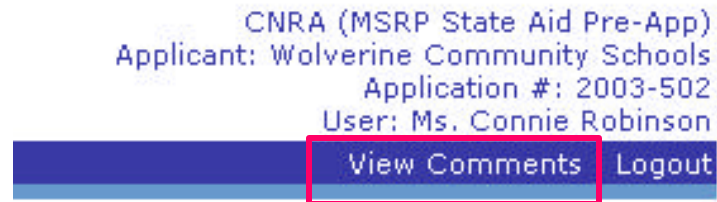
Comments to Applicant

Save Cancel

# Viewing Comments

## View Comments from Consultants

- An applicant can view comments made to him/her from a consultant by clicking the **'View Comments'** link in the header toolbar.
- As with the checklist, a separate window opens up to the right of the browser window and allows the applicant to view comments for that page.
- Comments are unique to the page being viewed.



# Modifications Process

## Modifying the Application

- When the CNRA status is '**Modifications Required**,' a '**Modify Application**' button shows next to the CNRA on the Main Menu page.
- Level 4's (application administrators) and 5's (authorized officials) can click '**Modify Application**' to begin updating the application. This action changes the status to '**Modifications in Progress**.'
- Changes made to the application are shown by clicking the link '[Modifications Summary](#).'
- Level 5's (authorized officials) can submit the modified application by clicking the '**Submit Modified Application**' button on the Application Menu.

CNRA (MSRP State Aid Pre-App)

Application #2003-502 Wolverine Community Schools		Status: Modifications Required
Grants	Access Level	Granted By
Comprehensive Community Needs and Resources Assessment		Authorized Official
<a href="#">VIEW APPLICATION</a>	<a href="#">DELETE APPLICATION</a>	<a href="#">MODIFY APPLICATION</a>

MANAGEMENT ACTIVITIES
<ul style="list-style-type: none"> <li><a href="#">Give People Access to this Application</a></li> <li><a href="#">Modifications Summary</a></li> </ul>



# Questions?

**Please** look for answers in this order:

1. Click '**Help**' on the Header Toolbar.  
Each page in MEGS has specific help designed for that page.
2. Questions regarding downloading of software or software settings should be referred to the Michigan Department of Education (MDE) Help Desk via e-mail at [help-desk@michigan.gov](mailto:help-desk@michigan.gov) or call the Help Desk at (517) 335-0505.
3. Program-related questions should be referred to your MDE Early Childhood & Parenting Programs' consultant. Consultants can be reached at (517) 373-8483.